



POSITION DESCRIPTION

Grants Coordinator

Position Number: PD 3118
Directorate: Finance
Division: Finance
Supervisor: CFO
Classification: LGIA Award Level 11
Tenure: Fixed Term Full Time
Primary Location: Darwin or Wurrumiyanga

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 8320 sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

Position Purpose

The Grants and Coordinator provides strategic and operational management of grants and policy activities. This role collaborates across multiple business units to effectively deliver Council objectives. This position will work in close partnership with internal business streams to provide a whole of organisation approach to policy development and grant coordination.

Responsibilities

- Coordinates the planning and preparation of grant proposals for one or more departments; provides guidance and assistance in the interpretation of grant funding regulations and requirements.
- Provide oversight and advice to the business relating to grant applications and management.
- Identify and access grant funding and sponsorship that addresses Council objectives
- Prepare reports for management, funding bodies and Council on grant funding and commercial contracts.
- Develop guidelines relating to grant funding submissions and acquittal processes.
- In collaboration with the CEO and CFO, establish and maintain productive working relationships with providers and project partners in line with agreed service delivery levels.
- Working in partnership with Managers within business units to provided best practice in policy and compliance outcomes.

- Employ critical thinking, analytical reasoning and effective communication to achieve positive policy solutions.
- Respond to enquiries in relation to interpretation of contractual requirements, rights and obligations associated with policy, tenders and contracts.
- Effectively contribute as a member of the regional council team and promote a safe and harmonious work environment.

SELECTION CRITERIA:

Essential

1. Tertiary Qualification in Finance or Accounting
2. Demonstrated experience in grants management including ability to secure grant funding, sponsorship and commercial revenue
3. Significant experience in establishing and maintaining successful relationships with internal and external stakeholders
4. Ability to work independently
5. Exceptional written communication
6. High level computer skills with a working knowledge of the MS suite of products particularly MS Word and Excel
7. An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment
8. Hold a current Australian drivers licence or ability to obtain a NT drivers licence

Desirable

1. Member of the Australian Society of CPAs or Institute of Chartered Accountants
2. Knowledge of the role and functions of local government
3. Experience in the application of records management policies and procedures
4. Aboriginal person

The selection criteria for this position must be addressed for your application to be considered.